

Sanitized - Approved For Release : CIA-RDP54-00177A000100110009-2

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Deputy Services Officer

DATE: 9 August 1949

FROM : Acting Asst. Chief, Supply Division

SUBJECT: Monthly Report for the Month of July, 1949

25X1A9a

1. Arrangements have been made with the Communications Division Supply Officer, Mr. [REDACTED] that future requisitions covering replenishment of communications expendable stock items will be submitted based on the established formula being used by the Supply Division for reordering other items of supply. Said formula will not apply to replenishment of non-expendable communications items since the majority of these items which are carried in stock are based upon future operations.

25X1A9a

25X1A9a

25X1A6a

2. As a future means of minimizing losses which may occur as a result of fire or theft, and to eliminate all possibilities of security leakage, a thorough survey will be conducted of the [REDACTED] Warehouse area by Mr. [REDACTED], Asst. Deputy Services Officer, Mr. James [REDACTED], Chief, Storage and Issue Section, and the undersigned during the week of August 8-12, 1949. A complete report will be made with recommendations pertaining thereto. A similar survey will be conducted of the [REDACTED] Warehouse shortly thereafter.

25X1A6a

3. Considerable progress has been made with respect to disposal of surplus agency property contained in the [REDACTED] Warehouse. Continued efforts will be made by this office to expedite such disposals in order that adequate storage space can be provided for active and incoming supplies and equipment.

25X1A6a

4. A procedural instruction with respect to preparation of Stock Status reports on a semi-yearly basis will be accomplished this month. This procedure will, upon approval and establishment of same, ascertain the percentage of active and inactive carried in stock based on a twelve month issue experience; collect data based on issue experiences which may be used to determine types of items to be carried in stock. Such reports will, in turn, be coordinated through appropriate channels for the purpose of determining excess items of supply which may be disposed of.

25X1A9a

[REDACTED]  
Acting Assistant Chief, Supply Division

VOLUME:

Procurement Section

1. Requisitions:

Total number received.....	532	
Pending bids, clearance, etc.....	62	<i>no problem</i>
Held without action.....	7	
Total number completed.....	463	

2. Purchase Orders:

Prepared and issued.....	711	
Pending encumbrance.....	23	
Total amount expended.....	\$169,912.35	
Petty cash and Printing and		
Binding estimates.....	1, 247.73	
Total Expenditures.....	\$171,170.08	

Contract Section

1. Contracts Completed (Vouchered)	0	
Supply.....	0	
Service.....	0	
2. Amendments to Contracts Completed		
Supply.....	1	
Service.....	31	\$30,387.88
Lease.....	5	83,252.92
3. Contracts Pending		
Supply.....	4	<i>in process</i>
Service.....	2	
Lease.....	1	
4. Amendments to Contracts Pending		
Supply.....	1	
Service.....	12	
Lease.....	4	
5. PBA Agreements Completed		
Supply.....	2	3,100.00
Service.....	1	360.00
Lease.....	16	56,307.34
6. Total authorized obligations.....		\$173,408.14

Storage and Issue Section

1. Requisitions:

Received during month .....	719
Completed .....	549
Balance on hand .....	170

- 2 -

Storage and Issue Section (continued)

Account #1 - Signal Supply Account.....	178
Account #2 - Office Supplies.....	238
Account #3 - Office Equipment.....	196
Account #4 - Operational Supply Account.....	85
Account #5 - Medical Supply Account.....	16
Account #6 - General Supplies.....	6

2. Cargo and Domestic Shipments

Requests.....	199
Shipments accomplished.....	174
Total weight shipped.....	136,898
Total number of cases shipped.....	671

3. Miscellaneous

Moving and relocation of equipment in CIA buildings.....	52
Man hours required.....	1950

4. Identification Control Cards

Postings.....	250
Inventories Processed.....	1